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A
HAND-BOOK
OF
PRACTICAL SUGGESTIONS
FOR THE USE OF
STUDENTS IN GENEALOGY.

BY
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KINGS COUNTY AND THE CITY OF BROOKLYN;
AND OF THE HUMPHREY FAMILY IN
AMERICA, &C., &C., &C.

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TO

ANNIE ARNOUX HAXTUN,

(Mrs. Milton.)

OF BROOKLYN, N. Y.,

EDITRESS OF THE GENEALOGICAL DEPARTMENT OF THE
NEW YORK MAIL AND EXPRESS,

THIS LITTLE VOLUME IS RESPECTFULLY DEDICATED, BY
HER FRIEND, THE AUTHOR.

May, 1899.

PREFATORY NOTE.

THIS little MANUAL is written in response to the question so often put to me by intending genealogists, of both sexes, "How do you go to work to get up a genealogy?" Its need has been also confirmed by the statement made to me, by librarians, that the majority of those who consult books of history and genealogy seem not to have the slightest idea *how* to go to work;" and, furthermore, the preparation of such a work has been strongly urged upon me by a most experienced (lady) genealogist, whose own work is daily lifting genealogy into a higher plane of literature, and of public estimation, than it has hitherto occupied in this country.

If, "to the craft," it may, perchance, appear to be too pedantically precise in its treatment of the subject, let them remember that it was written for beginners.

H. R. S.

WHAT IS GENEALOGY.

GENEALOGY is the *Science of Personal Identification*. It has for its object the discovery and permanent establishment, by proofs and evidences which would be conclusive in any court of law, of the identity of the individual, both in his relations to those who have preceded him, and to those who may succeed him, in his own particular family line; as well as in his relations to those belonging to collateral lines of the general family, of which he and they are members.

“Genealogy is the natural outcome of that inherent disposition in man which leads him to seek for and preserve the memorials of his ancestors, in connection with those relating to himself. This disposition springs from an immutable necessity of man’s existence, since God, as the crowning act of His work of creation, established the FAMILY RELATION — in itself the very corner-stone of all human, social, political and religious organization. In God’s system of creation and government, the Family Relation, which was inaugurated by the primeval marriage of Adam and Eve, was a *unit* in form, *dual* as to parentage, *germinal* as to its nature, being the seed-bud or appointed means for the extension of the human race. It was evidently designed, by its Divine Founder, as a normal relation, and as one especially adapted to the wants and welfare of the race. From it arise a thousand social relations, duties, comforts and delights to benefit and bless mankind. It forms, indeed, the very ‘bed-rock’ on which all human institutions are founded,

without which the world would be a mere chaos of human beings.

“The Family, as thus instituted by God, was a type foreshadowing (1) *The School*, in the nurture and education of children; (2) *The State*, in which mature human life develops its powers in multifold relations and ways; and (3) *The Church*, or that condition of spiritual life in which man is brought into intimate relations with his Maker. Through this four-fold ‘warp and woof,’ of Family, School, State and Church, runs the central principle of *obedience to a higher and properly constituted authority* — man’s first great lesson in life, linking him, as it were, by a golden thread of analogy, both to his infinite Creator and to his fellow-man. The necessity of ‘obedience to a higher and properly constituted authority’ thus confronts man at the very threshold of life — in the Family. ‘Honor thy father and thy mother’ is not alone the injunction of the Christian Bible, but is enunciated with equal force in the holy books of all ancient religions. This fifth commandment of the decalogue, standing foremost in the second table of the law, as delivered to Moses, is the analogue and the logical sequence of the first commandment, ‘Thou shalt have no other gods beside Me,’ which heads the first table, and includes all the moral precepts which follow. For it is evident that the man who does not honor his parents is not, and cannot be, a truly moral man, in the highest sense of the term. Our habits of obedience or of disobedience to the law of God begin right here. For our parents, with whom our earliest human relations connect us, stand to us, for a time, in the place of God; and *reverence for parents* thus becomes an essential element of a sound moral character. Reflecting then, upon the fact that what *our* parents are

to us, *their* parents were to them, and that what our parents were, they owed under God to the care they received from the natural guardians of their being, and that the same holds true through all the generations of the past, we are led to the conclusion that the fifth commandment *binds* us to honor and reverence *all* our ancestors, so far as known to us, and so far as these ancestors were worthy of such regard."

This clear and logical statement, quoted from one of our earlier genealogists, and which was written at a time when it was considered as rather necessary to explain the reasons for writing a genealogy, leads us to the conclusion that GENEALOGY — or, as I have termed it, the *Science of Personal Identification* — is a natural science, having its roots in the very beginnings of the human race; and, therefore, closely allied to law, morality, education, and, indeed, to all of the great interests of human life.

The study of genealogy is not, as some would have us believe, a mere "fad," the fancy of a moment, or of a season, to be dropped, after a brief pursuit, because one tires of it, or because something else has caught the eye. It is not the outcropping of a "despicable vanity," nor is it a false bolstering up of a falser pride. Neither is it a "narrowing" intellectual pursuit. I do not deny that it may, in some cases, become any or all of these, just as any pursuit, however laudable in itself, may be perverted to an unworthy use. But, of itself, I hold genealogy to be a study broadening in its scope, conservative in its relations to our social life, wholesome and inspiring in its teachings and influence. It lifts the soul from out the mire and dust of life's daily toil; and, by its bright examples of individual worth in the past, encourages and stimulates us to new aspirations

and endeavor. It may be true that, in studying the records of our ancestors, we may be led to unduly idealize those of our kin who have preceded us; but, after all, are we not ourselves the better for the idealized pictures before us? Do they not hold up to us a higher standard of life, duty and action, to which, aided by the invisible, but potent, cords of kinship, we may yet attain?

Genealogists are often ridiculed as "dry-as-dusts;" as moles "blindly groping" for the roots of families, of which, "like potatoes, the best part is to be found under ground," etc., etc. Again, they are tauntingly reminded of the Apostle Paul's little remark about "endless genealogies." Perhaps we, who are of the older school, have heard more of such quips, jokes and sly innuendoes than have the later genealogists. But we have lived through it, and have lived to see the day when the genealogist is seldom derided, and when the value of his labors is even freely admitted. The tide has turned, and we have the satisfaction, now that every one is "looking up his grandfather," of knowing that "some who came to sneer have remained to pray" for our assistance in tracing their ancestry.

I assume that the genealogist is engaged in the highest form of historical and literary labor. I am certain that the results of his labors have a direct and most important relation to the highest forms of historical literature. In his primary relation to biography and history he may, perhaps, be compared to the day-laborer, who, with shovel, pick and blast, gets out from the bosom of mother earth the rough stone and conveys it to the building site, where it is to be worked into the foundations of history. His labor is of the hardest, the least appreciated, and generally the most poorly

rewarded; but it is, nevertheless, indispensable. He quarries in the original material of which the building is to be constructed; his eye and his judgment are called upon to decide as to the form, quality and general fitness of the material for its destined use. "As the world goes," the chief credit is given to the historian as the architect who plans the building, and to the biographer as the decorator who furnishes the statuary and ornamentation which adorn its exterior and dignify its interior. I think, however, that the honors have, hitherto, been somewhat unequally divided. For without the sure foundations of proof and deduction prepared by the genealogist, the historian could not safely have erected his noble edifice; and without the personal histories which the genealogist molds from a thousand different materials, the biographer would be much at a loss where to find the lifelike statues needed for its embellishment. History is no longer written as it was in former times, or even as an hundred years ago. It is now more clearly understood that it is the potentiality of men's daily lives which make what we call history; and that these lives must be carefully investigated and minutely criticized, if we would understand history in its truest sense — as God's workings with man. This is exactly the genealogist's special function. He deals with man as the *unit*; the historian must deal with men in the aggregate; and with the events, trends and combinations arising in that aggregate from the interminglings, interchanges and clashings of these units. Therefore, oh, patient genealogists! Hold up your humble heads. Your work is not to be undervalued, or misunderstood.

Ordinary genealogical work, such as copying of records, following out single, well-marked lines of

ancestry, etc., does not seem to require any very special gift to enable one to become a competent genealogist. It does not require any extraordinary mathematical skill — more, at least, than to know that “two and two make four.” Nor does it require more literary ability than would enable one to state facts, precisely and logically, in good plain English. It does not call for imagination, for it clips the wings of that faculty, and, under its stern, incisive probings, tradition is frequently forced to release its hold upon man’s most cherished fancies. It requires no preternatural exercise of memory, since the recording pen promptly “fixes” facts and figures, as soon as ascertained.

Still, even this ordinary kind of genealogical work tends to develop in some students an awakening and combination of faculties and mental traits, which, when brought to bear upon the higher and more complicated forms of genealogical pursuits, seems to constitute what may properly be called a real *genius* for genealogy — *i. e.*, if we accept as the true meaning of that much abused word that fitness for a line of special work which comes from the undeviating, untiring exercise of patience and industry upon one object.

The requirements of genealogy are: *First*, an “eye single to the truth;” *second*, a power of sharp, clear and logical statement of facts, a methodical way of sifting, collating and arranging them, a capacity of seeing and using the deductions which arise from them, and, particularly, *caution* against a too ready reception of *all* sources of information; *third*, the true genealogist should eminently possess, both from nature and practice, the *judicial cast of mind*, holding his judgment in such perfect equipoise that it cannot be easily swayed by personal prejudices or extraneous influences: *fourth*, above all.

the characteristic which distinguishes the best genealogist is, what has been happily described as "*a relentless objectivity in the pursuit of facts.*"

The opinions of the genealogist should be so carefully based upon facts, and so fortified by references and authorities, that his every statement should have the weight and value of a solemn affirmation.

Neither should he be "thin-skinned" in dealing, in the interest of truth, with certain unpleasant facts, upon which he may chance in the course of his investigations. While it is neither wise nor necessary, perhaps, to say *all* that might be said in such cases, it is generally possible, by the exercise of a little tact, to avoid what might be annoying or injurious to the living. Above all, let not the genealogist expect to escape the occasional appearance, even in his own family record, of a "black sheep." They are to be found in every flock, "howe'er well tended." I have often thought that the vision which was accorded to the Apostle Peter (Acts, x, 11) of "a certain vessel descending unto him, as it were a great sheet knit at the four corners, and let down to the earth, wherein were *all manner* of four-footed beasts," etc., and the voice which thundered in Peter's reluctant and astonished ears, "What God hath cleansed, that call not thou unclean," was an especially interesting and appropriate subject for the genealogist's contemplation. Our study is that of human life, its acts, motives, influences, interests and limitations. We have no right to rule any man out of our pedigree, or to submit him to humiliation or neglect because of his misdeeds. *We* have no right to consider any man "common or unclean." God created them, as He created us. He alone is their judge; we must, then, respect their entity.

The true genealogist is, by no means, a selfish student.

Of his accumulated stores he is ever ready to dispense to other genealogists. Nearly fifty years of experience has convinced me, that, in all their communications with one another, as well as in the help given in time, labor and encouragement to new beginners, they are, as a rule, magnificently generous. Their eager search for the truth of history seems to lift them above all petty influences; and they will go farther to aid others than any class of students I am acquainted with. Frequently they become as deeply interested in a line of research entirely foreign to their own as if it were indeed their own. Genealogy, in its essence, is a veritable *rabies*, a mild intoxication communicated from one to another; and, once taken into the blood, *never eradicated*.

The revival of interest in American history which began with the centennial anniversary of our national independence (1876), and the marvelous multiplication of the so-called "patriotic societies" and "orders" which has since followed, has given an impetus and value to the study of genealogy which was previously lacking, and has placed it in the front rank of honorable sciences, or studies. Before that time every man who could trace his ancestry one generation beyond his father (and many who could not) was firmly possessed of one (if not all) of the following beliefs, viz.:

1. That in his family *three brothers emigrated together* from England. It is perfectly wonderful what a vitality this "three brothers" story has among ordinary people. Yet it is now an almost proven fact that, among the thousands of early emigrants of our colonial period, such cases could be easily numbered on the fingers of one pair of hands.

2. *That his family, in England, was nobly connected, or*

in some manner (quite unexplainable by him) was of royal descent.¹

3. *That somewhere in Great Britain, and in the British Lion's keeping, there was an immense fortune awaiting its American heirs.*²

Consequently, if you could not conscientiously accept the *first* proposition as correct, nor prove the *second* to his satisfaction, your work as a genealogist of the family was of no interest or value to him; and as for the *third*, it was the only conceivable object which you could have for hunting up his family history, whereupon he "shut up tight as a clam" and refused any further information, lest you should get ahead of him in the division of spoils by any "clue" which he might give you.

But these traditionary ghosts are now seldom met with. The genealogist is better understood and more civilly treated, though he may yet meet with some minor rebuffs, such as the refusal of a confirmed spinster to have the records of the family Bible copied, because it

¹ At the present time there appears to be a marked tendency to prove descent from some "baron bold," or favored courtier of William the Conqueror; and the satisfaction which is felt in such a tracing seems to obliterate all consideration of *personal* (i. e., moral) character, and is not at all dampened when confronted even with a *bar sinister*.

² Those who "take stock" in these transatlantic heirships, and in the "family associations" organized for the purpose of securing the rights of American heirs, seem quite blind to the legal difficulties which hedge around these dormant estates; and, also, quite ignorant of the fact that any claims to them, and their accumulations, now held by the Crown, are — if the case is one of any antiquity — long ago outlawed by limitations of time.

would "give away" her age; or the curt assumption of the "self-made" man, who argues that his "parents never did anything" for him, and consequently that he cares nothing about them.

The obvious trend of American genealogy, nowadays, is not towards the proving of descent from some noble family (although, where that happens, it is not despised) or individual; but towards the proving that the *general average* of the generations preceding have been God-fearing, self-respecting, actively-working, successful men and women, from whom—by virtue of these qualities—it is an honor to have descended.

Therefore, in a spirit of simple, earnest loyalty to ancestors, who, in whatever station of life they were placed, have by their lives and example merited the respect of their fellows in their day and generation, let each family genealogy be undertaken.

HOW TO PREPARE FOR GENEALOGICAL WORK.

1. Provide yourself with several blank books, well bound, widely ruled and more or less uniform in size. Some of these may be of good *pocket* size, so as to be easily available in travel, or whenever opportunity offers something of which you might wish to make a note.¹ The others should be for *final* record, and should have index pages attached.

A *fountain pen* is preferable to pencil, for permanency of record, though in some libraries the use of pen and ink is not allowed. A small *sandpaper* pad will be found useful for sharpening pencils.

Besides two or three good *lead pencils* (always kept

¹ The so-called "reporters' note books," wide-lined, for clearness, easily carried in the pocket, are recommended. *Don't try to economize on paper.* E. H.

sharpened, *in advance*), it will be well to have with you a piece of *tracing paper* or *tracing linen* (such as used by draughtsmen, surveyors, artists), with which to take tracings of autographs, maps, plans, etc., which you may occasionally chance upon, and which may add to the value of your proposed book. A good pocket *magnifying-glass* will also prove very handy, at times, in aiding to decipher faded, blurred, or very minutely written manuscripts.

And always avail yourself of the aid of *maps*, especially State, county and town maps. I never knew the real value of *county maps* until I became a worker in genealogy. The county map, as usually found in country houses, hung up in a dark hallway or unused "best room" (its originally highly varnished surface mellowed by time and dust and fly specks to a hue almost undecipherable), is not an attractive object. But it is well to have one at hand, as well as a good State map, when at work. The older it is the better, I think, for your purpose. You will find clues innumerable in the names of former dwellers given on the map; as, also, in its local names and subdivisions, and even in its roads and lanes as laid down. You get "the lay of the land;" you mark the contiguity and common environments of certain families; you find that the distances between localities and folks are not so great as you had thought, and that the John Doe of one town or hamlet, and the John Doe of another town or hamlet (and whom you could not bring yourself to believe to be the same John Doe), might, after all, have been identical, so far as actual distances from each other were concerned. Don't despise the maps, but *make yourself perfectly familiar with the topography of your workfield*.

2. *Take time* to make your first copies *full and*

accurate. Don't be hurried. Remember that *every subsequent transcription involves the possibility and increases the danger of an error in figure, date or name.* Therefore, let the first copy be deliberately made; and, if possible, it should be *carefully collated with the original* from which the copy is made, either by yourself, or with the help of some other person. Do this before you turn your attention to any other book or manuscript. Above all, remember to *clinch every transcript made by a note as to the authority*, giving author's full name, date of edition, and page. This will save you, possibly, a vast deal of time and worry in subsequently identifying your authorities; and what is thus done thoroughly and systematically, in the first instance, will give rise, afterwards, to no harassing doubts as to your sources of information.

Don't try to do too much at once. In copying, or in working along a given line, your attention will frequently be called to what may be termed "side material" (*i. e.*, matters related to that upon which you are engaged, and important in connection with it), which you also wish to capture. Now, don't go off upon these "side lines" too impulsively, nor leave the line on which you are working. But make memoranda of these *res connecta*, with full references to source of authority, and you can pick them up afterwards, when, perhaps, their real value to your purpose can be more intelligently appreciated by you than in the first fervor of their discovery.

Don't let anything lead you off the trail you have once started until you have "run it to earth."

3. *Write only on one side of a page*, and keep a broad margin on the left-hand side of the page for annotations.

4. For copying *tombstone inscriptions* the spring and autumn months afford the most favorable weather; and

those hours of the day when the face of the stone is a little in the shade will be found to be the easiest for deciphering them. It is also well to have at hand something with which the ground at the base of the stone can be loosened a little, in case of its having settled and covered the lower part of the inscription. A small piece of slightly roughened stone will also be found very useful in rubbing off the moss and lichen which so frequently accumulates upon old tombstones. In some cases, where a *fac-simile* copy of an inscription is needed, a "rubbing" may be taken upon a sheet of wrapping paper, laid against the stone and rubbed with a soft lead pencil. All of these points, however, are matters of individual experience and readiness of manipulation.¹

5. All letters, loose documents, etc., relating to your work, should be filed away and *indorsed* with name of writer, his place of residence and date of receipt, and accompanied, if possible, with copy (or at least notes) of your answer to same. It should, also, as far as possible, be indorsed with some reference to the particular family, or line, to which the writer belongs. All this

¹ *Tombstone dates* are not, *per se*, to be always accepted as infallibly correct. Aside from mistakes which the stonecutter is liable to make, the date of the funeral is sometimes given him incorrectly in place of that of the actual date of death, so that tombstone inscriptions, like baptismal records, may only serve to approximate the truth. Again, approximate age is most commonly used upon gravestones; thus, "died August 10, 1794, *ae* 68," means simply that the individual was born *some time* between 1725-6 and 1726-7. And, usually, gravestones are not set up until some time after death — often not for several years — which, of course, increases the chances of a mistake being made in dates.

correspondence should be kept on file, intact, until, at least, the issue of your proposed book. It may be well to keep them even longer, for you will undoubtedly have, from time to time, after publication, inquiries, or challenges, as to the authority for some of your statements, in which case it may be well to have the documents at hand.

In the course of your work you may occasionally come across letters, documents, books, autographs, even portraits, etc., of decidedly historic value, and which are held by persons who do not especially appreciate or care for them, and whom, with but little effort, you can induce to part with them to some library or institution, where they would be gladly received and placed at the service of the public. You should never neglect such opportunities to "place" these historic waifs "where they will do the most good." Many people who own such things have the consciousness of their value to *some one*; also of the fact they ought to be in different hands from their own. Such will need but little persuasion to let you deposit them (or will themselves do so, under the guidance of your suggestion) in a proper place for public use and reference. By thus interesting yourself, as occasion offers, you can *pay back the debt of gratitude which you owe for the help you have received and are receiving from public libraries, museums and institutions of learning.* And a four-fold interest is thus established: *First*, the institution feels itself indebted to you as the means of securing such a gift; *second*, to the donor himself; *third*, you have awakened in the donor an interest in the institution to which he has contributed; *fourth*, your own interest in the institution is naturally increased. Many a librarian will tell you of some valuable (but incomplete) set of books, or papers, which

have been *perfected* by the donation of just such a stray volume or paper, presented through the kindly thought of an investigator, working on an entirely different line of research.

6. *Borrowed documents or letters* should always be kept in envelopes marked "Borrówed," also the name and address of the parties from whom they were borrowed. This not only for your convenience and reputation for honesty, but because, if your labors should suddenly be cut short by death, your executors should have the means of knowing where these documents belong, and to whom they should be returned. For, living or dead, *they should be scrupulously returned as soon as needed use has been made of them.* Again, when returned, you should ask (and insist on having) a written acknowledgment of their safe receipt by their owners. It not infrequently happens that people (especially the aged) forget the return of such papers that have been loaned; and much hard feeling and unpleasant correspondence would be avoided if you could show a receipt for their return.

A valued genealogical friend adds this note: Before returning borrowed papers, or any papers temporarily in hand, be careful to *check off*, with your initials, in small letters, on the corner of the page, or in some easily recognizable way, the portions or paragraphs you have used, or quoted, so that, if, by chance, the same paper comes to hand again, it will be seen at once that it has already had previous noting.

7. *In writing to others for information and help*, after stating the general object of your work, you should put a series of *very direct questions* as to dates of births, marriages and deaths, so phrased as to be easily and perfectly understood by the recipient. The best way to do

this is, undoubtedly, to make your written letter one of *general interest*, stating the nature of your work, inviting your correspondent to aid you by sending full answers to questions enclosed, and tickling his family pride (if he has any) with a few judicious hints as to the antiquity of the family, the early date of its coming to America, or the generally excellent standing of its members. In this letter, which (being written) appeals more to his own personality, enclose a *printed sheet* of very full and direct *questions*, and if you can add a few sentences about the early ancestor, or introduce a cut of the *family arms* (as held in England), it may tend to stimulate his interest still more. If, then, in his reply, he fails to answer your queries as fully as desired, write him again with regard to these defective points in his letter, and *keep writing* until you have gently obtained from him about all he knows concerning his family. Some correspondents will become your friends at once; other will "fight shy" of your questions; some will "bore you to death" with a mass of irrelevant matter, out of which you will be able to get but few, if any, grains of fact; some will start in with you so smartly and promise you so much that you will think it's going to be fine sailing and a "big catch," but their fine fish will turn out to be all minnows; some few will give you their information in the best possible shape; from others you will have to fairly "corkscrew" it.¹

¹ I once received from a good old farmer, up the country, a very excellent history of his family, but only as regarded his sons and their families. This rather surprised me, as I was aware (from other sources) that he had several married daughters. So I wrote him again, inquiring why he had so entirely ignored the girls. In return I got a very pleasant reply, saying that

But to whomsoever you write, fail not to *enclose postage stamps!* for return postage, or a self-addressed and stamped envelope for reply. Many persons need such a reminder that a letter is to be answered; and though (by good rights) in a correspondence in which the other party has fully as great an interest as you have, you ought not to be obliged to pay postage both ways, you will receive far more answers to your letters than you will if you omit doing so. Even then you will be considerably "out of pocket" by your genealogical correspondence.¹

8. In writing to people on genealogical matters, avoid going into diffuse details which do not touch directly upon the points which you especially wish elucidated. *Be precise and concise.*

9. In taking information "by word of mouth," do not trust your memory to carry away what is told you; but *put it on paper directly*, either stenographically or otherwise, *and date it.*

In "scissoring" and saving extracts from newspapers be careful always to write upon them the *title of the paper* from which you take them *and the date of its issue.* It is very disappointing to get a newspaper scrap with

"as the *Bible genealogies* never, or rarely, mentioned the women, *he did not suppose I cared for the records of the girls.*" I returned quick reply that I *did* "care a great deal for the girls;" and the result was another letter with full details of his daughters' families.

¹ The same friend referred to in a previous note also says: "Out of a great genealogical correspondence I have found this result, notwithstanding enclosed stamps: For one hundred letters sent out, the average is 53 replies; and of these replies *twenty* will be practically worthless." The experience of other genealogists will probably amply confirm this estimate.

an obituary which you wish to use, and to find that Mr. So and So "died last Thursday," but with no clue whatever as to on what day, month or year that "last Thursday" occurred.

10. Much time and labor will often be saved, if, when using a date, name or statement from your note books, you *check it off* with pencil and with some special mark or sign, which will afterwards be to you "as a memorial" that it has *already been used*. (See, also, page 21.)

11. In consulting printed books, *use the index*. It is only the (happily) few books which are not indexed which need to be examined page by page. This would seem to be a perfectly superfluous piece of advice for me to give, had I not been assured by several librarians, as the result of their personal observation, that not a few readers in libraries *do not seem to understand the use of an index!*

Now, a word as to the

SOURCES AND AUTHORITIES OF GENEALOGICAL INFORMATION.

These I set down *in the order of their relative value*.

1. *Town Records*. These, especially in New England, where they seem to have been most carefully and conscientiously kept, are of prime value. It is best to consult them personally; and it might be more satisfactory if the copies made from them, of births, marriages and deaths, could *be collated*, by yourself and the town clerk, or custodian of the records, and attested by him over his official signature and seal. Even if a reasonable fee be demanded for this attestation, it would be worth the cost, as giving a greater degree of validity to the transcript. In these later days much difference will be found in the manner and accuracy with which town and

public records are kept in the different States. And, *as a rule*, the character, conscientiousness and clerical ability of town clerks has greatly deteriorated within the past thirty years — evidently the result of the more frequent introduction of politics into these offices. At the present time the only *safe* way to secure accuracy is to consult town and church records *yourself*, or through some qualified and interested friend.

2. *State Records*, that is, the collections of original official documents and papers usually to be found in the office of the Secretary of State of our older States — and which are easily accessible to personal inspection — furnish material of the greatest value to the genealogist, and should always be examined. These documents consist of petitions, affidavits, charges and counter-charges, records of special court cases, commissions, etc.; bills of lading and commercial papers, military rosters and reports, surveys, etc., etc., which at one time or another have demanded the attention of the legislative or executive branch of the State's or colony's government and which will generally be found arranged and bound in order of years, and labeled Military, Ecclesiastical, Societies, Travel, etc., etc. Many of the States have already printed these documents; and to the office of the Adjutant-General of the State you should look for military records of service in our country's wars from Indian times until the present. The general government also has an excellently conducted bureau in the General Pension Office at Washington, D. C., from which, on request, information and transcripts of "Applications for Pensions" are issued. These "applications" are especially valuable material, as they give the soldier's own statement, made under oath, as to his military services. I concur with the statement

of a fellow-genealogist that "I have repeatedly sought information from the Pension Bureau, and have always received prompt and satisfactory attention."

3. *Wills and Deeds*, as found in county or other probate offices, have a peculiar value as furnishing "clues" (often not otherwise obtainable) by which we may find relationships, as well as peculiarities of character, domestic relations, transactions with neighbors and changes of residence, etc., all of which help to make up our sketch of a person's individuality.

4. *Church Records*, especially in the past centuries, and, indeed, in the early part of the present century, were repositories of vital statistics to a much greater degree than at present. As, for example, see those of the First Reformed Dutch Church of Nieuw Amsterdam, and many others, which are being printed in antiquarian magazines, and are eagerly sought and consulted as precious sources of genealogical information. In the first place, they contain the records of baptisms, marriages and deaths, with not infrequently some annotations or little side memoranda which would not be found in connection with the official record of the event by the town clerk. In these later days church records seem to have fallen more or less into disuse, and their place has, doubtless, to some extent, been supplied by the official records of the modern Health Boards of towns, cities and States. Whether the value of these is any greater than that of the old-time church record is questionable. But they must be carefully consulted for official confirmation of recent genealogical events.

5. *Clergymen's and Pastors' Private Records* — a kind which, we fancy, is almost extinct. But in the good old days, when a minister held his charge over a congregation for forty or fifty years, or, as sometimes happened,

during his whole active life, the pastor generally kept a private memoranda of births, baptisms, marriages and deaths, as well as of many other domestic and social events occurring among his flock, or even in the community at large in which he lived. This record was (according to the character of the man himself) apt to be interspersed with comments and references which rendered it most interesting and valuable to the historical and genealogical student — as many of us older workers can truthfully attest. The discovery, in some old garret or in the possession of his descendants, of such notes, or diary, is a veritable “bonanza,” and in the older settled communities its *possible* existence should always be borne in mind, and ascertained, if possible, by diligent search.

6. The “*old family Bible*” is sentimentally considered to be the very “corner-stone” of *true* family record, and *so it ought to be* — but is not always. While its revelations may be accepted with thankfulness, its *infallibility* should not be too implicitly depended upon.

7. *Family Letters and Personal Diaries* afford some data, clues, etc., but their chief value consists in the light they shed upon the inner life of the domestic circle, and the character of the writer, as well as of those to whom they are addressed. And you cannot afford to overlook anything which may serve to make your work picturesque, lifelike, and, therefore, interesting.

8. *Tradition* is never to be despised, yet it should never be *literally* accepted. There is, undoubtedly, in every tradition, a “germ of truth.” But this “germ” is *apt to be misplaced*, either *as to time, place or person*. Yet it furnishes a “clue,” which, however like a “will-o’-the-wisp” it may prove in the following, will, if followed tactfully and remorselessly, eventually yield some

good result. If, however, you make use of any traditional information, do not fail to state that it is *traditional*.

9. *Published Matter*. The foregoing sources of information which we have been discussing may be called *original, limited, and, therefore, most* valuable. But there is much already in print which may be of great value to your purpose, such as *general and town histories, historical and commemorative addresses, funeral sermons, family genealogies, city and town and trade directories* (from which you can glean the names and addresses of many of your name with whom to open correspondence), *newspapers, magazines, etc., etc.* This, we admit, presents a herculean task to the genealogist; but he must face it bravely if he wishes to succeed. It will not do to "leave a stone unturned," for, under the very stone which he neglects to turn may lurk the very thing he is most in need of. And the fitting in place of all this heterogeneous material will prove a constant delight and stimulus. You will rise up in the morning with the feeling that a happy day's task awaits you in grappling with a puzzle, and will (let us hope) retire at night with the satisfaction of having found one "missing link," or having established, beyond doubt, one important fact. Occasionally you will "cut the Gordian knot" of a tangle which has long resisted your efforts; and, as one thing after another slips easily into its proper place and sequence, will feel that you have done ten days' work in one. May you have many such "red-letter" days!

The *Acknowledgment of Sources of Information* is a duty obligatory on every one who prepares and publishes a genealogy. It is a matter not only of courtesy, but of common honesty. Clinch every fact stated, with the source from which it was obtained; if the statement

proves to be inaccurate or misstated, your reference to its origin throws the *onus* of the error back upon its original author.

HOW SHALL I GO TO WORK ?

Is the question most often asked of the trained genealogist, by the beginner.

To this I invariably reply:

1. Commence at that end of the trail which is *always* nearest to you, viz., *your parents*. Some genealogists advise beginning with the very first known ancestor and working down from him to your own family. This, undoubtedly, would be the best and easiest way, *if* you happen to know *who* was your first ancestor — a piece of knowledge not always known, or it may be a merely traditional knowledge at best. Sometimes, also, when you commence at the farthest end, as you trace down from it you come to a “missing link.” Then your next resource will be to adopt our rule, and trace back from yourself, if, perchance, you may “hitch on” in that way. Even then you may have to “feel around in the dark” a good while in your endeavor to lay hold of the “missing link.” It is the “unknown quantity” in genealogy, as in the higher mathematics, which contribute largely to the difficulties and adds to the zest of our pursuit in this kind of labor.¹

So, especially for the beginner (for whom this MANUAL chiefly is written), it is best to do as one would with “the putting to rights” of a drawer, or a closet

¹ The “Unknown Quantity” was the veiled title of the U. Q. CLUB (founded 1865), a private printing club, whose issues were confined to genealogies. Of its membership of three, the author of this MANUAL has long been the only survivor.

filled with a "jumble" and "tangle" of various unasorted things, viz., commence with that which is "nearest at hand" — *yourself* — or, what is virtually the same — your parents.

2. Jot down your *father's* name, date and place of birth; the names and residences of *his* parents; date and place of his marriage; date and place of his death; occupation or occupations from time to time; church, political, club, society affiliations; public offices held by him; military service, etc., etc.

3. Exactly similar information concerning your *mother*, especially giving the names of *her* parents.

4. To the above, add all that you can learn from their friends, or can yourself remember, about either of your parents; changes (and dates) of residence, or of occupation; church connections; social or political relations; peculiarities of person, of manners or of habits — anything and everything, in fact, which will enable you to make a distinct picture of their respective personalities.

And, right here, let me remind you that *the highest function* of a genealogy is not the mere proving of a line of descent — valuable as that may be — but it is the preserving and presenting to our contemplation the lives, work and real character of our ancestors; in a word, *visible portraits of them*. A mere logical arrangement of names and dates is as uninteresting as a barren tree. It yields *no comfort of shadow, nor any delight of fruitage*.¹

¹ The most expensive American genealogy yet published, a noble specimen of the typographical art, in three quarto volumes, has not a single biographical note from title to colophon; yet we know that a mass of historical matter was carefully compiled for it, sufficient to have filled one or two volumes of the same size. This we call "misapplied genealogy" with a vengeance!

Spare no pains, therefore, and leave no stone unturned to draw from every possible source all the data which may enable you to make your genealogy a *collection of biographies*. "Posterity," it has been said, "delights in details." Hunt up the lines of consanguinity, root around among his relatives by marriage, interest yourself in his daily associates and his business partners; see how they influenced him and he them. You will find many a touch of nature, many a silent clue to his actions, and, perchance, a bit of pure romance or thrilling experience, which may cast new light upon the darkest or the brightest spots of his life.

5. Put down the names and dates of *their children* (your brothers and sisters) in regular order of their birth, numbering each child with a Roman numeral identifying their respective places in the family; thus, i, ii, iii, etc.

6. Opposite each child's name write *date and place of birth*; and, if he or she died before a marriageable age, put down the *date and place of death*. If date of birth is not attainable, ascertain, if possible, that of *baptism*.¹

¹ Our pious ancestors, as a rule, always sought baptism for their children; and this, following as nearly as possible the Jewish rule for circumcision on the eighth day after birth, enables us to approximate the date of birth. When presented as "matter of record" (parish, town clerk's or Health Board's records), the date of baptism is accepted as legal evidence, in lieu of the absolute date of birth. Our own feeling and practice is always to present *both* the dates of birth and of baptism, (where both can be obtained), not merely as corroborative of each other, but from a higher point of view, as herewith stated in the Preface of Volume II of my *History and Genealogies of Ancient Windsor, Conn.*, viz.: "Baptismal records, generally only used by genealogists to approximate birth records where the latter are wanting,

7. Against the name of each son *who married* enter the word FAMILY, leaving the number to be put in later.

8. In case of a *daughter* having married, follow the record of her birth with that of *her marriage*, the *name of her husband* (and, if you can, the names of *his* parents), residence and *list of children*, thus (as, for example, in case of a daughter who married a Holden): Issue:

- i. John F.⁷ (Holden), born May 1, 1890.
- ii. Ruth S.⁷ (Holden), born Aug. 2, 1892.
- iii. Theodore ⁷ (Holden), born Sept. 1, 1894, etc.

9. Wherever, in following these hints, you cannot obtain *full* names, or dates, you may leave blank spaces in your manuscript, in which to insert them as they may be discovered. If doubtful of the correctness of either date or name, they should be *written in pencil*, and followed by a mark of interrogation, thus ?.

In copying or setting down dates, I think it always

seem to me to have a deeper significance than is usually accorded to them. To the Christian they signify the date of the individual's birth into the family of God. Thus, their sacramental import gives them a value co-ordinate with that of the record of the natural birth. I have, therefore, carefully preserved and recorded all baptismal data which I could find, knowing that, to some, it would be a matter of sincere interest to know that they and their ancestry were and are of "the baptized children of God," and such knowledge, in these days, is not always obtainable."

It must be noted, however, that baptismal records have this *element of error*: The church would not baptize the children unless at least one of the parents was a church member. Thus, in many cases, none of the children of a family were baptized until one (or both) of the parents had joined the church. Then the whole family of children was baptized on the same day.

safest to put the month between the day of the month and the year, thus, 4 July, 1776. In this way there is less danger of confounding the figures of the day and year than when one follows the other directly. This may seem "notional," but it was suggested to me by a genealogical correspondent some years ago, and I have adopted it, because I found that practically it lessened the possibility of error in transcription.

One of our best known genealogists attaches to each letter of inquiry sent out to his correspondents a little "paster," bearing the following condensed caution:

"Initials and half-dates are the bane of the genealogist. Never put an initial where you can give a full name, nor omit part of a date when you can give the whole."

10. In copying from a book of records (printed or manuscript) errors in transcription are apt to occur from a confusion of sight, by which the figures may be taken, in part, from the line above or from the line below that from which the copy is being made. I have (by comparison of the copy from the original) detected some serious errors in well-known genealogies, both in day, month and year, which undoubtedly arose from this cause. It can easily be avoided by so *placing a card upon the page from which you are copying* that its edge shall cover either the line above or below that which is being copied. In this way the eye is relieved from the strain of following the right line, and greater accuracy is ensured.

When copying from a printed and indexed book, take a blank card (the leaf from a small pad of thick, stiff paper is convenient), open to the index, and note upon the card any page which seems to have matter for examination. When the copying of a page is completed, cross it off the card and go on to the next page. Keep

this card until your notes are transcribed; it may help you to recall a page of which you have failed to make a note.

11. *In quoting*, where, from any reason, you wish to omit any sentences or paragraphs, it is due both to the author from whom you quote and to your own readers, that you should indicate such omissions by the use of a few asterisks, thus: * * * * . *Never try to "mend" the spelling of the original.*

12. Never allow yourself, in your genealogical correspondence, to be "put off" with such information as this: "Child, died young." That child, if he or she was born, *is entitled to have name and dates of birth and death recorded*. If the child was not baptized, and you cannot obtain the dates, insist on being informed as to sex. Genealogies, in the future, are going to take a higher value in the study of vital statistics than they have heretofore done.

FORM OF GENEALOGICAL NOTATION.

It is important that, before getting very deeply into the work of constructing a genealogy, the student should determine upon the *form of arrangement, numbering, etc.*, which his work shall assume. In examining the genealogies which have been published he will find a great variety of forms, some very crude in conception, and others which are the result of a careful study of the best methods in vogue. It will, therefore, "pay" the intending author to visit the genealogical alcove of some public library, and give a careful examination to the plan and scope of the genealogies there assembled.

It may be sufficient, however, for our present purpose, to call attention to the few forms of genealogical notation which are generally in use.

1. *The Pedigree, or Chart Form.* This, which is in general use by British and Continental genealogists, is based upon an intent simply to prove descent in the male line from some noble family, or illustrious individual. Consequently, while, as far as that purpose is concerned, it presents to the eye, at a glance, the general ramifications of the family, it fails to afford space, or opportunity, for much of the detail *data* which serve to make genealogy interesting or desirable. And it is diametrically opposed, both in intent and execution, to the full elucidation of a family history, as called for by the American idea of a family genealogy.

Still, a somewhat similar chart, prepared during the earlier stages of a genealogical investigation, may be found very useful and helpful in keeping clearly before the genealogist the various lines and generations of the family which he is tracing. Especially will it be a help in the final arrangement and numbering of the various families. For illustrations both of the ordinary *Pedigree Chart* and of the *Working Chart*, see Appendices I and II.

2. *The Radial Form of Chart* is the reverse of the Pedigree Chart, in that it is designed to show *the number of ancestors* and the mixture of bloods which concentrate in the making up of the individual. Commencing at the foot of the page, with the individual himself, it spreads outward and upward (fan-fashion) in concentric, radial circles — the *first* circle giving the names of his parents; the *second*, those of *all* his grandparents; the *third*, those of *all* his great-grandparents — and so on, gradually expanding, until at length the topmost and outer circle contains the names of all (as far as attainable) of the distant ancestors from whom he can trace descent.

The Radical Chart, it will be seen, in a measure, more nearly meets the want of the American genealogist, yet

has the same fault as the Pedigree Chart, viz., want of proper space for details. Both forms, also, are open to the practical objection that they are very expensive in composition and printing, as well as necessitating, for their proper exhibition, either large folding sheets, which are objectionable in any book, or mounting upon rollers, in map form, which is scarcely more convenient.

3. The *Genealogical Tree* is practically the same as the Radial Chart, though treated with more artistic effect. It commences at the bottom of the main trunk with the earliest known ancestor; its boughs contain the main family lines; its smaller branches the subordinate families. It is open to all the objections which have been urged against both the preceding *chart* forms.

It is certainly less expensive, more convenient and satisfactory in all respects, to place our genealogical work *in the form of book pages*, and arranged and illustrated by a systematic use of type in its varied forms and sizes.

4. The *American Form* is exemplified in the form of notation now adapted by the NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY, of Boston, and by the NEW YORK GENEALOGICAL AND BIOGRAPHICAL SOCIETY, of New York City, and which is illustrated on pages 45 to 47. This traces the family line *only* in the male line of descent. It is the form which, for intrinsic excellence and convenience, I recommend to beginners.

5. The *Pendulous* (variety of the American) *Form* is well represented in a few prominent American genealogies (such as the Winslow, Dwight, Strong, etc.), and has the merit of presenting the married daughters of the family with the same fulness as those of the sons, their families under their respective mother's married names

taking their places in the regular series, the same as the sons' families.

Its inventor, Dr. David Parsons Holton, founder of the New York Genealogical and Biographical Society, named it the "Pendulous" form, from its resemblance to a bunch of grapes (*i. e.*, the families, both of sons and daughters, honored alike) clustering around the parental stem. In working out this plan, however, most persons will be apt to find it somewhat cumbersome, and not sufficiently clear to be readily followed by the average reader of genealogies. For it should always be borne in mind, by the genealogist, that, whatever form of genealogical notation he adopts, he should consult the convenience of his readers, most of whom are probably less accustomed to the mysteries and mazes of genealogical lore than he himself is. For this reason, mainly, I prefer the simpler *American Form*, in which the name follows the line of descent, leaving the daughters who have married out of the name to be relegated to notes, or to an appendix, where there can be no chance of their causing any confusion in the reader's mind.

Now, having duly considered and assimilated our previous suggestions as to the "Nature and Requirements of Genealogical Study;" as to its "Sources of Information and Authorities;" as to "Preparation for the Work," and the manner of getting about it, I will suppose that our reader has prepared the record, more or less complete, of *one* family, that of his father's, of which he is a member.

Now, proceed to write it out clearly and consecutively on *one page* (if possible) of widely ruled paper, leaving blanks for dates, names and such data as he is not yet fully assured of, thus:

FAMILY I.

RICHARD DOE ⁸, [], (*John* ⁷, *Capt. Nathan* ⁶,)
 born at , Conn.; ; married at ,
 on , Ellen (daughter of John and Helen
Cornish) Trowbridge, born at .

(Here insert any personal information concerning Mr.
 and Mrs. Doe.)

Mr. Richard Doe died , at .

Mrs. Richard (Cornish) Doe died , at .

Children:

I. RICHARD ⁹, born , at ; died .

II. EMMA ⁹, born , at ; married

Hon. Justus FAIRBANKS, . *Issue:*

i. Justus ¹⁰ (Fairbanks), b.

ii. Julius ¹⁰ (Fairbanks), b.

iii. Richard ¹⁰ (Fairbanks), b.

III. CLARA, born , at ; died, infant.

IV. EDWARD ⁹, born , at ; married Anna

Tipton — FAMILY .

V. TIMOTHY ⁹, born , at ; volunteered in
 26 Reg. U. S. V. in Civil War; killed at Vicks-
 burgh, Miss., 1862; unmarried.

VI. EVANS ⁹, born , at ; married Eva A.
 Townsend, at ; removed to Kan-
 sas, 1874; no further information.

Notes on the Foregoing Schedule:

The superior figure ⁸, placed after and above Richard Doe's name, indicates his *generation* as removed from the first American ancestor. Similarly, the ⁷ above name of his father John indicates *his* generation, and the ¹⁰ after Richard's children's names denotes their places in the Doe generations.

Following Richard Doe's name is a square bracket [], which you are to fill in (when your work has so far progressed that you feel the need of giving a regular serial number to each individual in the line) with the serial number which is found in front of Richard Doe's name as it stands in his father's family, where his birth is recorded.

Following the bracket is a parenthesis (), in which we find the name (in *italics*) of Richard Doe's father John ⁷, and also the name of Capt. *Nathan* ⁶, who was Richard Doe's grandfather. Space is left, after these, for the names of his other progenitors, as they may be found, in direct line back to the emigrant ancestor.

It will be seen that Richard Doe's first child *Richard* died in infancy. Sometimes you will only be able to get this bare statement, but *always put down the exact date, if you can ascertain it.*

The second child *Emma* married, and her immediate family is put on record in connection with that of her birth. If we were compiling this genealogy on the Pendulous plan (see pages 36-37), we should say, after her birth record, FAMILY, and carry her family record forward (as we do in the case of married sons) to a separate and individual place in the regular series of families.

The fourth child, Edward, married, and so we eliminate him from his father's family and give him his own individual place, as the head of a family, in the regular series.

The fifth child *Timothy* died unmarried, but had a military record, which we combine with the records of his birth and death, and thus complete his history. The same is done with the sixth child *Evans O.*

You now have one family complete, and in a form

which will be a *model* for the record construction of all the other families.

The next step backwards, in logical sequence, *is to put together the skeleton record of your grandfather's family*, in the same way and form.

And next, your *great-grandfather's* family, and so on, as far back as you can trace the ancestral line.

Undoubtedly, the farther back you go in the family generations, the more slender will be your sources of information, the more imperfect or entirely lacking the dates and facts which you need; but you can still keep up the form of each family (always on a separate page), to be duly filled in, as, one by one, the *data* come to your knowledge. And, as you continue this work, you will be surprised to see how the "missing links" are picked up, often from widely different points and in the most unexpected manner, even after years of apparently futile search. "Never despair" should be the genealogist's motto.

On an average, very few persons will be able to trace back much beyond their grandparents, or, if they can do so, the knowledge gained will be found to be very inexact and "hazy." The members of your father's family and of the preceding generation you may learn something about by "word of mouth" (always somewhat unreliable), or by a diligent correspondence among your uncles, aunts and cousins, aided by the family Bible, old letters, etc. But whatever you may glean from such sources should always be fortified by reference to town, church, or other "authorities of record."

It is possible, however, that it may be your good fortune to "strike a lead" in the shape of some previously published attempt at a genealogy of your family, or (*rara avis*) an outline genealogy or pedigree which

some thoughtful member of a preceding generation (may Heaven rest his soul in peace!) has compiled in manuscript for his own delectation. In nine cases out of ten, such records are confined entirely to a *list of names*, exasperatingly devoid of *dates*.¹

While such may furnish many "clues," it should not be too implicitly followed, but should be scrutinized in the light of such indubitable record authority as you may have, before its acceptance.

It may be that, in thus tracing your lineage backward, hand over hand, up the ladder of generations, you will reach a topmost round, beyond which you cannot go. Now, when climbing either upward or downward, you come to this "aching void" with no hand held out to you from the obscurity of the past by which to connect and complete your chain — what are you to do? Such awkward and discouraging emergencies are by no means rare. They may confront you at any moment, and "bother the life out of you" for an indefinite period. Old genealogists will tell you of many such experiences, where many years have elapsed, during which all efforts to discover the lost link have proven absolutely disappointing, when, suddenly, "like lightning from a clear sky," and from some distant and unexpected quarter, the "unknown quantity" revealed itself, filling the gap perfectly and at once unraveling the whole tangle. Can the genealogist ever forget the joy of such an experience? I remember an instance of this in my own experience. I was pursuing the search of my own ancestry,

¹ For a *backward notation*, from the American ancestor along the line of his English ancestry, Dr. D. P. HOLTON designed a simple system of notation by letters (see page 29, vol. i, *New York Genealogical and Biographical Record*).

which, originating in Connecticut, had, after the close of the Revolution, gradually moved up into Western Massachusetts; and I had accumulated, both in that region and in Eastern Connecticut, Vermont and New Hampshire, a large amount of matter relating to certain families which I could in no ways connect with the original Connecticut family, despite a wonderful similarity of family names, etc. I struggled with this puzzle for several years, and finally, giving it up in despair, I published this *unlocated* matter in a small pamphlet and let it go for what it was worth. *Seven years later* a lady in Massachusetts, who had happened on a copy of my pamphlet, sent me "a clue" which unraveled the whole mystery. It then appeared that my Connecticut family, moving gradually up the Connecticut Valley, had met, and merged (as far as locations of residence were concerned) with a stream of the Massachusetts family of the same name (though entirely unrelated) originating in the neighborhood of Boston, at about the same time which the Connecticut family had come to that colony. And the *northward* current of the Connecticut family, meeting in Western Massachusetts with the *westward* current of the Massachusetts family, had both been diverted by the influences of new emigration into New Hampshire, Vermont and New York State. This discovery resulted in a sifting out of the sheep in each flock, and in the publishing by my fair Massachusetts correspondent of a large volume of genealogy of the Massachusetts family, as well as in some very considerable additions and corrections of my own work on the Connecticut family.

Commander Edward Hooker, U. S. N. (retired), an ardent genealogist, furnishes me the following instances of his experience:

"For several years I have hunted for information regarding a man who had completely disappeared many years ago. Last February, a newspaper was sent me containing an account of a local celebration of February 22d. Incidentally it mentioned the formation of a Masonic lodge in 1780, and among the founders a man of the same name as the man I had sought. A little correspondence showed it was *the very* man I wanted, and now I am in a fair way to get a full history of the family."

"Mr. William Taylor, historian of Great Barrington, Mass., and myself, hunted for several years for a family named Pixley, and finally gave up the search, concluding that the family had become extinct, and that there was no one to tell us of it. (Yesterday, April 29, 1899) Commander Hanford, U. S. N., sent me, as something I might be interested in, a letter received by him in 1895, giving some account of the first daguerrotypes taken in America, and mentioning as one connected with it a Dr. Pixley, now residing in Grand Rapids, Mich., a son of Hooker Pixley, the very man we sought so long. Half a dozen letters went last night, and I expect soon to learn something about this lost family."

You must expect, then, gradually to accumulate a quantity of miscellaneous material, "*driftwood*," *membra disjecta*, odds and ends of family and individual life, for which you will be continually endeavoring to find a place in your proposed genealogy, only to be again and again balked. Do not despise them, or throw them aside; *index them* and keep them at your elbow for instant reference, for you will never know at what moment the place will be found for them. Keep your eye upon them, and even if you never find a use for them, publish them in your completed work as

"Unconnected." Thus saved, they may possibly come under the notice of some other investigator, who will be able to determine their proper place.

Of course, it is to be supposed that you will have been occupied solely with *your own direct line of ancestry*. But you will soon be reminded that your brothers, sisters, uncles, aunts and cousins all have an equal right to be represented, as well as your own line. And, having now got into the way of it, you will find no difficulty, but much pleasure, in attending to their respective family records in the same manner as your own. All you have to remember is that each family keeps its place in the arrangement of the whole according to the place assigned to its head in the serial numbering.

In thus dealing with and arranging the various *lines* of descent from a common ancestor, the "clan" system has been sometimes advantageously employed. Each clan (the clans being respectively designated by letters of the alphabet) would thus consist of descendants of the common ancestor, in the line of one of his sons or grandsons, whose own male line has been perpetuated to the present day. Of this arrangement a good example is to be seen in *The Grant Family*, by Rev. Arthur Hastings Grant. A friendly critic of my manuscript thus notes: "Letters to mark divisions of a family are useful in *preliminary* work, but, I *think*, in regular, finished work they should be put aside and regular consecutive numbering adopted."

As already remarked, each completed family record should occupy a separate page, by itself. *Any pagination of the manuscript should be made in pencil*, because, as your work enlarges and new families accumulate on your hands, you will find need of frequent changing of these pages, so as to keep the families in their relative

order in the line you are tracing; and if the paging is done in pencil, this can be easily effected without marring the manuscript.

THE NUMBERING OF A GENEALOGY.

Sooner or later, the time will come when your work will have so far progressed towards completion (especially in the earlier generations) that you will feel the necessity of giving each individual in the family his own special number and, also, a number to each family. This is done by placing in front of the Roman numeral which prefaces the first mention of him (his birth) an Arabic numeral, which shall designate his place in the whole series.

Thus, for example, if Timothy Doe, the English-born emigrant ancestor of the American line, has three children, it would be thus noted:

FAMILY 1.

1. TIMOTHY¹ DOE (son of *Noah*), born 1600; married 1620, Irene Sweet; died Nov., 1650; she died 1652.

Children (all born at Plymouth, Mass.):

2 I. Timothy², born ; died infant.

3 II. John², born 1624; married Jane Shaw. FAMILY 2.

4 III. Elzevir², born 1626; married Ann Roe. FAMILY 3.

FAMILY 2.

JOHN² DOE, [3], (*Timothy*¹), born 1623; married Jane Shaw, 1650, etc., etc.

Children:

5 I. Edward³, born 1652; married Jane Eggleston.

FAMILY 4.

- 6 II. Roland³, born 1654; married Mary Thomas.

FAMILY 5.

- 7 III. Julia³, born 1656; married John May,¹ of Northampton, Mass.; she died 1670; he died 1680. *Issue*:

- | | |
|----|--|
| 8 | i. Mary ⁴ (May), b. ² |
| 9 | ii. John ⁴ (May), b. ² |
| 10 | iii. James ⁴ (May), b. ² |

FAMILY 3.

ELZEVR² DOE, [4], (*Timothy*¹), born 1626; married Ann Roe, 1656; died , etc., etc.

Children:

- 11 I. Thomas³, born 1658; married Ann Pelton.

FAMILY 6.

- 12 II. James³, born 1660; married Emma Owen.

FAMILY 7.

- 13 III. Elzevir³, born 1661-2; married Ruth Gray.

FAMILY 8.

¹ Names of *men* who have married into the Doe family are printed in *black-faced* type, in order more readily to catch the eye of the reader.

² It will be seen that these grandchildren, the offspring of Julia, the daughter of the family, *have the same right to representation in the family serial line* as do the children who are the offspring of the sons of the family — her brothers. As these latter will be represented in the family records of their fathers, so Julia's children are recognized *here*, under their mother's married name, *after which* they disappear from the record, as not being of the family name. But, their position in the serial numbering of the family being thus secured, the serial numbers assigned to them are printed in a smaller type than that similarly used elsewhere.

FAMILY 4.

EDWARD³ DOE, [5], (*John*², *Timothy*¹), born 1652;
married Jane Eggleston, etc., etc.

Children:

14 I. Edward⁴, born ; married Eunice Hoe.

FAMILY 9.

15 II. Eveline⁴, born ; married John Thomas;
no issue.

16 III. Mary⁴, born ; died infant.

FAMILY 5.

ROLAND³ DOE, [6], (*John*², *Timothy*¹), born 1654;
married Mary Thomas, etc., etc.

Children:

17 I. Clara, born ; died infant.

18 II. Mary, born ; died infant.

19 III. John, born ; married ——— Jenks. FAM-
ILY 10.

20 IV. Julius, born ; went West; said to have mar-
ried, and with family, to have been killed by
the Indians.

And so on, *ad infinitum*.

Names, carefully studied, frequently furnish the genealogist with a clue. The prevalence of a certain Christian name in several branches of a family is generally regarded as sure evidence of their common origin. But it is not always so. For example, in the example referred to in note to page 42, the name *Ezra*, the frequent recurrence of which in both the Connecticut and Massachusetts families of the same surname was for a long time supposed to be a pretty sure evidence of

their common origin, since it was the name of the best known and most honored of the race in America. But when it was proven that its presence in either family was merely an accident, a coincidence, the discovery became one of the determining factors in solving the question of the complete individuality of the two families of the same name which had (by the exigencies of emigration) become so inextricably tangled.

Where a *name quite strange to the family* is found, it should be carefully noted, and search made in connected family lines to ascertain *whence and why it came*. Especially is this true of family *surnames*, which presuppose an introduction through marriage, or some relation to another family which led to its introduction. Such possible relations should always be hunted up, as they may reveal more family history than would at first appear. *Queer names* will frequently be found, some the result of perversity, eccentricity or ignorance on the part of parents. We recall one instance, where a man whose Christian name was Benjamin, himself the third or fourth of that name in succession, seemingly tired of this uniformity, and so named his eldest son as *Jamin*; and from him, in turn, the name went down as *Jamin* to several succeeding generations. Again, in a New England burying ground, is the grave of one born during the Revolutionary War, which bears the name of "Orato Gaits Lumpkins (or whatever the last name may be). The given names were evidently intended to honor Horatio Gates, the general of Revolutionary renown.

"There's a deal more" in *names* than most people give them credit for, and it behooves the genealogist to scrutinize them well in view of their possible value as "clues."

Finally, when the happy day arrives that your book has gone to the printer, then, solemnly and with courage, turn your attention to the *making of an Index*. For whatever the merits of your book may be, it will "be better that a millstone be hanged about your neck and you be cast into the sea" than that you should neglect to provide a good index. We have an instance in mind of a large, closely printed and very excellent genealogy of 400 pages, published within the present month of our writing, which is *absolutely without* an index! — on the ground that it would have unduly increased the size of the book. Yet 32 pages were wasted on the worthless biography of the author. We say "worthless," because it is mainly an exploitation of the author's connection with various patriotic societies and orders, and with other irrelevant matter, which could have been much better dispensed with than an index. I well know that of all things pertaining to book-making, the task of indexing is most dreaded and abhorred. But if you will pay heed to the following suggestions, resulting from a long experience at this kind of work, your task, though necessarily tedious, may be much lightened. *First, don't wait until your book is all printed before commencing upon the index.* When the printing commences stipulate with your printer that as each "form-sheet" (*i. e.*, the sheet of eight pages or so, which is the finished result of the several preceding proof-sheets which you have seen and corrected) is impressed, he shall send you a copy. Immediately upon receipt of this, make up from it the necessary index slips. This will take but a few minutes; and if done regularly and promptly upon the receipt of each "form-sheet," you will not feel the labor, and time will be saved both for the printer and yourself. For if you had waited to commence indexing

until the last "form-sheet" had come in, he would have had to wait much longer for you to complete the arrangement, and you will have to face a much more serious job. Now, with each "form-sheet" indexed as it comes to your hands from the printer, you have simply to arrange these items which you have indexed. And the form sheets which you have you can stitch together in volume form, so that they will be ready for reference.

Some persons, in indexing, use a little slip or a card, on which is written only one name, or item. My own habit is to have a number of slips of paper, about two or three inches wide, and from six to eight inches long. On one of these slips I write the names (or item) and pages, one after another, until the slip is filled, thus:

Jones, Henry, 72.
Thomas, John, 72.
Haskins (Col.), 72.
Woodward, Edw'd, 73.
Stiles, (Dr.) H. R., 73.
Doesticks, Emma, 73.
Hetwelder (Gov.), 73.
Johnson, E. G., 74.
Etc., Etc., Etc.

When I get ready to "distribute," preparatory to final arrangement of the index, I *cut between the names* with a scissors (as represented by the dotted lines), but am *careful not to cut entirely across the slip*. Then I have 24 boxes, one for each letter of the alphabet (old envel-

ope boxes will answer) before me; and taking a slip in my left hand, with my right I tear off the topmost slip and throw it into the box (J, for example), where it alphabetically belongs, the next slip going in box T, etc., etc., and thus I separate (alphabetically) all of the items on my slips. This is the *first* distribution, viz., according to the initial of the family name. Next, commencing with the boxfull of slips of the A's, we proceed to the *second* distribution, viz., by the second letter of the family name, be it Aa, Ab, or Ac. The third distribution is into the third letter, as Aab, Aac, Aar, etc., etc. Having gone through these three distributions of the A's, arrange them carefully before you, and copy them off on a sheet for the printer, or, to avoid any error in transcription, *gum* the slips in their order upon a sheet of paper. Having thus finished A, take up B in the same manner, and so on through the entire alphabet, and your work is done, except the reading of the index proof.

For reference, as may sometimes be necessary in reading proof of index, it is *well to keep by you the original slips* from which it was made up, destroying them only when your last corrected proof is returned to the printer. Thus carried out, the job of index-making, though, of course, tedious and exhausting to one's patience, is not so serious a matter as one might suppose, and you and your readers will realize that *Finis coronat opus* — "the end crowns the work."

Old and New Style.

At the time of the first settlement of New England, the English people began the new year on the 25th of March, Annunciation (or Lady) day. Any dates between January 1st and March 25th appearing on the original records of those times should have one year added. Later, a new form of designating the year was adopted; the first time it was used by the General Court of Connecticut was "this 20th day of March, 1649-50 — 1650," by our present reckoning. This style prevailed about one hundred years, and the date of all the months of the year should be carried forward, between 1600 and 1700, *ten* days; between 1700 and 1752, when the English government changed their dates from old style to new style, there should be *eleven* days added. In September, 1752, the Parliament of Great Britain made September 3d, the *14th*.

APPENDIX I.

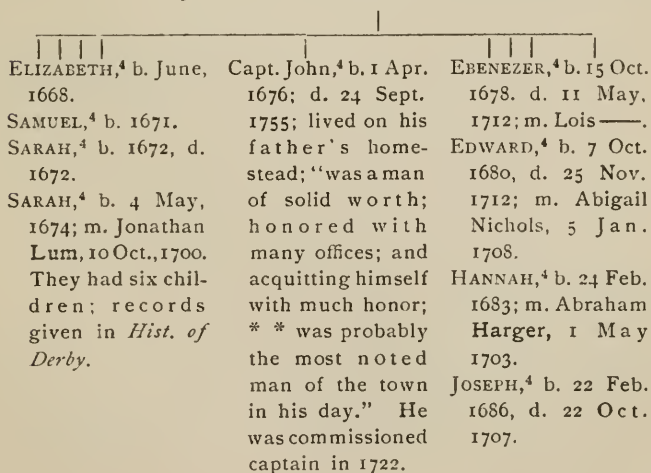
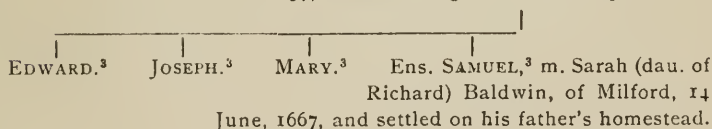
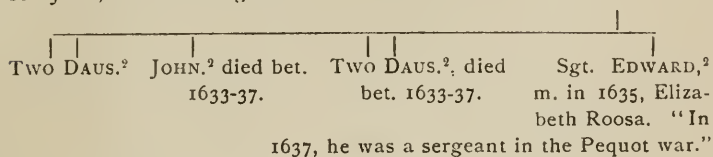
(See page 35.)

FORM OF PEDIGREE CHART.

The following, borrowed from the *Humphrey Genealogy*, is somewhat Americanized, by the introduction of matters of detail, not usually found in the British or Continental Charts.

THE RIGGS FAMILY.

EDWARD¹ RIGGS came from England and settled at Roxbury, Mass., early in the summer of 1633. Within three years he buried his wife, son John, and two daughters.



APPENDIX II.

(See page 35.)

SPECIMEN FORM OF "WORKING-CHART,"

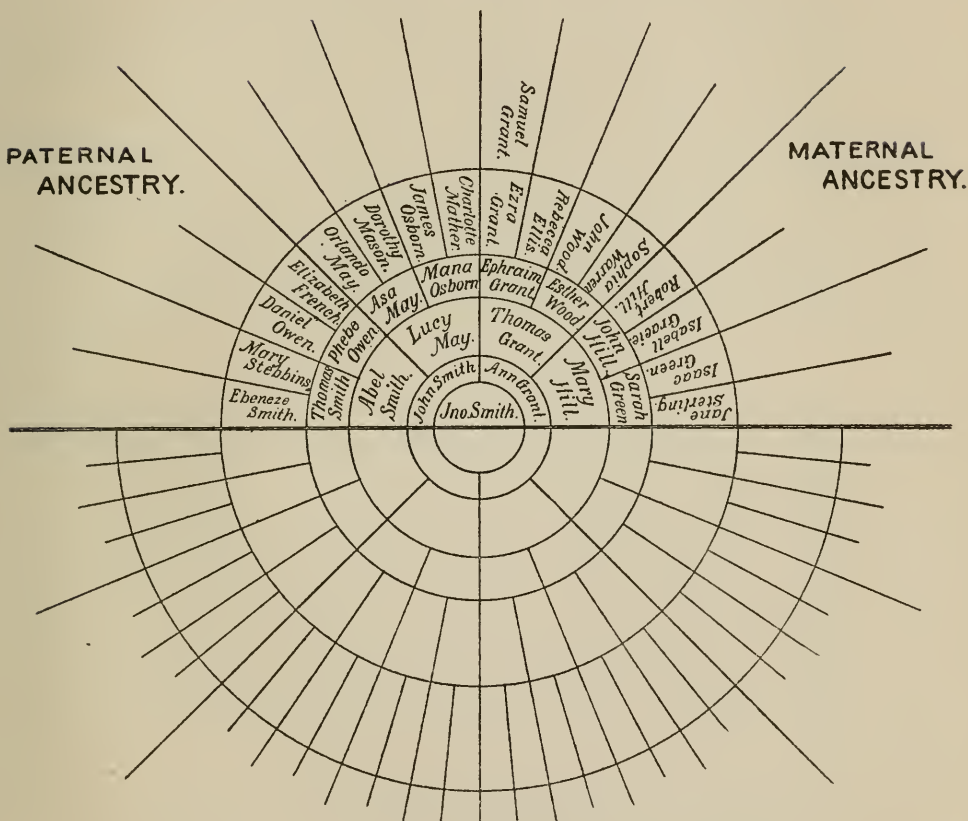
(Taken from a *Gates* Genealogy, compiled by Commander Edward Hooker, Esq., U. S. N.)

FIRST GENERATION. 1662.	SECOND GENERATION. 1736.	THIRD GENERATION. 1665-1776.
	STEPHEN. —1736. Father of (Cambridge.) m. Sarah Woodward.	{ Stephen, 1665. SIMON , 1666-7. (Stowe.) m. Hannah Benjamin. Thomas, 1669. Isaac. Nathaniel. Daniel, 1685. Sarah, 1679. Rebecca, 1682.
		{ Abigail, 1671-1776. m. Nathaniel Sparhawk.
STEPHEN. Emigrant from England 1662. Mass. m. Ann —.		{ Simon, 1673-1675.
	SIMON. Father of ... (Cambridge.) m. Margaret —.	SIMON , 1675-6-1735. (Marlboro.) m. Sarah Wood.

APPENDIX III.

(See page 35.)

THE RADIAL FORM OF CHART.



NOTE.— By inserting the name of John Smith's wife in the unoccupied half of the inmost circle of this chart, *her* ancestry can be filled into the blank portion of the chart, in the same manner as has been done in her husband's case.

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Dickson	1889	223	5 00	Leach	1898	470	5 00	Stone	1888	184	3 00
Dimond	1891	179	3 00	Lee	1888	500	5 00	Swearing'n	1894	80	5 00
Dumont	1898	470	5 00	Lindsay	1889	300	5 00	Taintor	1847	82	1 50
Early	1896	53	2 00	Marshall	1885	425	2 50	Torrey	1890	206	3 00
Eberhart	1891	263	2 00	McPike	1898	470	5 00	Tracy	1898	300	10 00
Ellery	1881	cht	2 50	Meriwether	1892	180	4 00	Upham	1892	573	6 00
Farnsworth	1897	514	5 00	Norris	1892	207	3 50	Warren	1892	121	3 00
Fellow	1888	274	4 00	Ormsby	1892	48	5 00	Weeks	1889	202	4 00
Green	1894	486	6 00	Pearce	1888	150	5 00	Wheeler	1892	121	3 00
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